



**Governor's Advisory Council  
To The Division of Developmental Disabilities**

February 20, 2018

1056 Governor's Avenue  
Dover, DE

**Council Members:**

Terri Hancharick, Chair  
Tim Brooks  
Susan Pereira  
Angie Sipple  
Tim Rust

**Staff Members:**

Marie Nonnenmacher, Director  
Katie Howe  
Jim Dickinson  
Lynda Lord

**Guests Present:**

Stan Trier  
Vicki Haschak, Elwyn  
Vivian Turner, CERTS, Inc.  
Lisa Elias

**Review of Previous Meeting Minutes**

Council members agreed to vote on the approval of meeting minutes at the next meeting.

**Old & New Business**

**Update from Director**

DDDS Director, Marie Nonnenmacher shared her vision for the division. DDDS will continue to move forward with its work to build infrastructure and drive more services towards families while maintaining quality services for individuals in residential settings.

Currently the division is working on the following projects:

- **Lifespan Waiver:** The Division is working on the full implementation of the waiver through the development of policy manuals, changes in the Medicaid claims process, eligibility processes, etc.
- **Agency of Choice Broker Contract:** DDDS has selected a vendor and is in the process of negotiating a contract. The selected vendor will manage the self-directed option for respite and personal care under the expanded waiver services.
- **Person Centered Planning:** Implementation of specific CMS guidelines for plans and process.
- **CMS HCBS Settings Rule:** Continuing with the implementation of this plan following the State systemic assessment and provider assessments.
- **Electronic Case Record Software:** Software has been designed and is the final stages of development and testing. DDDS will continue to use Therap until the new system is ready in fall 2018.

- **DDDS Infrastructure:** The Division is engaged in the development of policies and procedures for all mission critical functions.

New initiatives for the Division will include:

- **Shared Living Broker:** DDDS would like to contract a broker to manage the Shared Living program. This process will allow for better recruitment and support for Providers (training, Medicaid billing, etc.).
- **Grow Self-Advocacy**
- **ACIST:** DDDS is working with the Division of Medicaid and Medical Assistance to convert the ACIST dual diagnosis program to a Medicaid program. The Division has proposed the use of the health home model to CMS. A white paper has been submitted to CMS for their consideration.
- **Assessments:** Review the use and effectiveness of the ICAP in assessing the needs of individuals.

## JFC

Marie discussed the budget process and provided GAC members with a copy of the Delaware budget cycle, State budget and expenditure overview, and information concerning the division's status in the process. The presentation focused on the division's preparation and proposed requests for the JFC hearing, taking place on Thursday, February 22<sup>nd</sup>, and the Finance Committee process. DDDS did not share the JFC hearing presentation with GAC members.

### Budget Cycle

- July & August
  - Door Openers: State agencies prepare their preliminary budget requests.
- October
  - Divisions submit official budget requests to department. Department then submits an official budget request to the Governor.
- November
  - Governor holds executive hearings.
- January
  - Governor proposes a recommended budget for consideration by the legislature.
- February
  - Joint Finance Committee conducts hearings to review agency requests and Governor's proposal.
- April
  - Joint Finance Committee begins mark-up process, adjusting the Governor's recommended budget.
- June
  - Final budget approved by June 30<sup>th</sup>.

Members recommended the use of DDDS census data during the hearing to show the aging and increase in the IDD population.

## Respite

Lynda led the respite presentation, providing GAC members with updated data on respite enrollment numbers and funding. DDDS has seen a large increase in the use of respite services with 61 new families applying for respite services in the first 8 months of FY18. As of January 2018, 790 individuals have

been approved to receive respite services through DDDS. The majority of respite requests are self-directed (family caregiver, friends, etc.) – 76%, with camps making up 12% of requests. So far, about \$700,000 of the \$1,000,000 budget has been allocated to meet family requests.

### **Lifespan Waiver**

DDDS is currently waiting for the final letter of approval from CMS for changes that will allow individuals living at home to enroll in the waiver without interrupting their healthcare benefits from their MCO. The Division is ready to begin enrolling individuals through the planned phased in enrollment process after receipt of the approval letter. To ensure enrollments are spread out equally, Community Navigators will each receive six new enrollments per month.

DDDS continues to enroll providers for the new services and has a community participation rate of \$12.71 for the 15-minute 1:1 rate, and \$6.88 for the 15-minute 1:2 rate.

### **Waiver & LTSS Comparison**

DDDS is currently working on a format for a waiver and LTSS comparison document for families. The document contains information from the DDDS waiver application and the LTSS Plus Program waiver application. The Division has enlisted the help of a DDDS Training Administrator to convert the government heavy writing into plain language that is easier to read. A draft of the document was distributed among GAC members review. Members suggested that the document include additional choices for where you live such as living at home with a self-directed caregiver or living on your own in the community.

A meeting with DMMA revealed the need for a formalized process to help families make the correct choice between the waiver and LTSS. As a result, DMMA will meet with the Health Benefits Manager responsible for helping families choose between the two long-term care plans to develop a script for exploring needs for those enrolled with DDDS.

### **Polypharmacy Study**

Marie provided GAC members with updated information on the polypharmacy study conducted by DDDS and Dr. Gallucci from the Delaware Psychiatric Center. The study assesses the number of DDDS individuals receiving multiple mood altering medications. This study could potentially lead to a clinic for individuals who are dually diagnosed.

### **Abuse & Neglect**

Jim led the Abuse & Neglect presentation with an update of Service Integrity & Enhancement (SIE) initiatives. SIE recently completed the hiring process for two Investigators and a Management Analysts III. Four additional positions are currently in process.

The Harmony project, a database system for tracking, is currently on schedule. The Division is now more than 50% through the process and beginning development/programming. The project has an expected launch date for July/August 2018. A reporting system will also be available six weeks later.

SIE is collecting proposals for new training for investigators. Past LRA training (Labor Relations Associates, based out of Texas) primarily focused on police procedural tasks such as securing crime

scenes. If DDDS is not able to afford a new training, SIE will develop their own training for investigators.

SIE has a new Technical Assistance Unit (TA). The unit includes secretarial support, data analyst, and technical assistance that is currently provided for two agencies under enhanced collaboration. Long-term training will be needed as SIE determines how much time and labor is needed to run the unit.

### **Other Business/Announcements**

DDDS is preparing to launch the Stakeholder Advisory Council. This council will be used as a coordinating council to bring together Providers, individuals who use their services, guardians, parents, and legislative representatives to discuss services and ideas for improvements.

### **Future Meetings**

FY 2018 Governor's Advisory Council meetings will occur the third Thursday of the month at 11:00 a.m.

April 19, 2018	11:00 a.m. – 1:00 p.m.
May 17, 2018	11:00 a.m. – 1:00 p.m.
June 21, 2018	11:00 a.m. – 1:00 p.m.